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AUDITOR-CONTROLLER

**COUNTY OF LOS ANGELES  
DEPARTMENT OF AUDITOR-CONTROLLER**

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July 21, 2004

TO: Supervisor Don Knabe, Chairman  
Supervisor Gloria Molina  
Supervisor Yvonne B. Burke  
Supervisor Zev Yaroslavsky  
Supervisor Michael D. Antonovich

FROM: J. Tyler McCauley   
Auditor-Controller

**SUBJECT: LYDIA JACKSON ELEMENTARY SCHOOL AFTER-SCHOOL  
ENRICHMENT PROGRAM CONTRACT REVIEW**

We have completed a contract compliance review of the Lydia Jackson Elementary School (Jackson or Agency), a subcontractor of the Los Angeles County Office of Education (LACOE), an After-School Enrichment Program (ASEP) service provider for the period of July 2003 through March 2004. The review was conducted as part of the Auditor-Controller's Centralized Contract Monitoring Pilot Project.

**Background**

The Department of Public Social Services (DPSS) contracts with LACOE to provide an after-school enrichment program to eligible CalWORKs children who are enrolled in Los Angeles County school districts outside of the Los Angeles Unified School District. LACOE administers after-school programs, which incorporates educational, recreational and enrichment activities at elementary school sites with a high enrollment of CalWORKs children. LACOE subcontracts with school districts and non-profit organizations to provide ASEP at 81 school sites. Jackson is one of the 81 school sites that provide ASEP using staff from the Whittier City School District (WCSD) and YMCA, a Community Based Organization. Jackson is located in the Fourth District.

Jackson is paid a negotiated rate of \$10 to \$20 per student per session based on the number of hours of each session. For Fiscal Year (FY) 2002-03, LACOE paid Jackson approximately \$121,000.

**Purpose/Methodology**

The purpose of the review was to determine whether Jackson provided the services outlined in their contracts with LACOE and DPSS. We also evaluated Jackson's ability to achieve planned service and staffing levels. Our monitoring visit included a review of the Agency's invoices, weekly activity schedules, student attendance records, personnel and payroll records, and interviews with staff and students.

**Results of Review**

Jackson is providing the services outlined in its contract. Jackson achieved their planned service levels for the first nine months of FY 2003-04. Jackson maintains documentation to support the services billed to DPSS and employs the appropriate number of staff. In addition, the students interviewed stated they enjoyed the program and participated in various activities, including reading, writing, homework assistance, dance and recreation.

However, four staff did not receive an updated tuberculosis (TB) test within the last four years, as required by the contract. Also, one staff did not obtain a fingerprint check clearance prior to working at the school site. After informing the contractor of these conditions, the staff obtained updated TB tests and a fingerprint check clearance was completed for the one staff.

The details of our contract compliance review, along with recommendations for corrective action, are attached.

**Review of Report**

On July 7, 2004, we discussed our report with LACOE management, who agreed with the report's findings. LACOE management will provide a corrective action plan to DPSS within 30 days. In addition, we notified DPSS of the results of our review.

We thank Jackson for their cooperation and assistance during this review. Please call me if you have any questions, or your staff may contact Don Chadwick at (626) 293-1102.

JTM:DR:DC

**Attachment**

c: David E. Janssen, Chief Administrative Officer  
Department of Public Social Services  
Bryce Yokomizo, Director  
Gail Dershewitz, Division Chief, Research, Evaluation and Quality Assurance Division  
Sheri Lewis, HSA III, Child Care Program Section  
Darline P. Robles, Ph.D., Superintendent, Los Angeles County Office of Education  
Lisa Wilson, Principal, Lydia Jackson Elementary School  
Violet Varona-Lukens, Executive Officer  
Public Information Office  
Audit Committee

**CENTRALIZED CONTRACT MONITORING PILOT PROJECT  
AFTER-SCHOOL ENRICHMENT PROGRAM  
FISCAL YEAR 2003-04  
LYDIA JACKSON ELEMENTARY SCHOOL**

**BILLED SERVICES**

**Objective**

Determine whether Lydia Jackson Elementary School (Jackson or Agency) billed the Los Angeles County Office of Education (LACOE) for valid and authorized contract services.

**Verification**

We interviewed the After School Enrichment Program (ASEP) supervisor and reviewed the Agency's student attendance records, weekly activity schedules, and snack schedules. We also observed students receiving snacks and participating in reading, writing, homework help and recreational activities during ASEP.

**Results**

No exceptions. We reconciled the names of the students that Jackson billed DPSS to Jackson's daily attendance records. We also confirmed that the type of activities and snacks provided meet the contract requirements.

**Recommendations**

**There are no recommendations in this section.**

**PARTICIPANT VERIFICATION**

**Objectives**

Determine whether Jackson provided ASEP services to only eligible students.

**Verification**

From the February 2004 invoice, we interviewed ten students to confirm that they received a daily snack and participated in various activities shown in the weekly activity schedules during ASEP. We also verified the students' eligibility status on the GAIN Employment Activity and Reporting System and Single Index System (Single Index).

**Results**

The students interviewed stated that they enjoyed the program and participated in various activities, including reading, writing, homework assistance, dance and recreation. However, one (10%) of ten students interviewed was not eligible to participate in ASEP according to Single Index. LACOE based its billings on information reported on the Single Index Case Inquiry/Person screen, which indicated that the student was eligible for service. However, the Single Index Case Summary screen reported that the student was not eligible. We referred this issue to DPSS management for further review.

**Recommendations**

There are no recommendations in this section.

**STAFFING LEVELS****Objective**

Determine whether Jackson's staff-to-students ratio does not exceed 1:20 ratio as required by DPSS' contract with LACOE.

**Verification**

We interviewed the program supervisor and reviewed Jackson's timekeeping records for the staff assigned to ASEP. We also observed ASEP staff working with students during ASEP.

**Results**

No exceptions. The staff-to-students ratio does not exceed 1:20. On April 22, 2004, we made an unannounced visit to Jackson and observed nine staff working with 143 students.

**Recommendations**

There are no recommendations in this section.

**STAFFING QUALIFICATIONS****Objective**

Determine whether Jackson's staff meet the qualifications as required by the DPSS' contract with LACOE. The contract requires that teachers maintain appropriate credentials and that other staff possess a high school diploma. All staff assigned to work with students must obtain a background clearance, including fingerprint check and tuberculosis (TB) test.

**Verification**

We selected two teachers and four program staff. We reviewed the California Department of Education's website to confirm that the two teachers possess current teaching credentials. We also reviewed the personnel files for the four program staff to verify whether they possess a high school diploma, a proper background clearance and an updated TB test.

**Results**

The two teachers possess the appropriate credentials and other staff possess a high school diploma. Four (67%) of the six employees did not have updated TB test. According to the California Education Code section 49406(b), all staff must be TB tested every four years. The four employees have not had a TB test in over seven years. One (17%) of the six employees did not have a completed fingerprint check. The Agency fingerprinted the staff on January 2004, but did not submit the information to the Department of Justice for review.

After informing the Agency of these conditions, the staff obtained an updated TB test and a fingerprint check clearance was completed for the one employee. We recommend that LACOE management ensure that Agency staff meet the qualifications stated in the contract.

**Recommendation**

1. LACOE management ensure that Agency staff meet the qualifications as required in DPSS contract.

**SERVICE LEVELS****Objectives**

Determine whether Jackson's reported service levels significantly varied from its planned service levels of 41 students per month.

**Verification**

We obtained the number of students receiving services at Jackson from Jackson's invoices and compared the numbers against the planned service levels.

**Results**

No exceptions. Jackson's actual service levels exceeded their planned service levels. During our review period, Jackson provided services to an average of 46 students per month. According to LACOE's Program Coordinator, Jackson provided services to more students due to high demand at the school site.

**Recommendations**

There are no recommendations for this section.